



Department of Public Safety and Correctional Services

Information Technology & Communications Division

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Amendment #3 to Request for Proposals (RFP) Offender Case Management System Project No. DPSCS ITCD 2008-30

May 7, 2008

Ladies and Gentlemen:

The following Amendment (Revision) is being issued due to the fact that the first amendment had an error and is to be replaced by this revised version.

The following Amendment is being issued to amend language and clarify information contained in the above-named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes are listed below; new language has been **underlined and marked** in bold and language deleted has been marked with a strikeout (ex. ~~strike out~~).

1. Change the closing date and time (proposal due date) in the Key Information Summary Sheet (RFP p. iii) as follows: "~~April 18 May 9 May 23~~ **June 20, 2008** at 2:00 PM (Local Time)"
2. Change RFP Section 1.9.1 as follows: "An unbound original and nine bound copies of each proposal (technical and financial) must be received by the Procurement Officer, at the address listed in Section 1.5, no later than 2:00 PM (local time) on ~~April 18 May 9 May 23~~ **June 20, 2008**, in order to be considered."
3. Change RFP Section 1.9.2, third sentence, as follows: "Except as provided in COMAR 21.05.02.10, proposals received by the Procurement Officer after the due date, ~~April 18 May 9 May 23~~ **June 20, 2008** at 2:00 PM (local time), shall not be considered."
4. Add a definition to RFP Section 1.2, which says, "**Electronically. Means of, implemented on, or controlled by a computer or computer network.**"
5. Add a definition to RFP Section 1.2, which says, "**Transaction Session. The period of time from when a transaction is invoked by an OCMS user that includes all the changes and/or additions made to an offender case record up to the point an explicit "commit" action is taken (e.g. "Apply" button, or "Save" button).**"
6. Change the RFP Section 1.32.3 as follows: "~~The Contract resulting from this solicitation will be deemed to be a Tier 1 Contract or a Tier 2 Contract depending on the location(s) from which the Contractor provides 50% or more of the services. If the Contractor provides 50% or more of the services from a location(s) in a Tier 1 jurisdiction(s) the Contract will be a Tier 1 Contract. If the~~

~~Contractor provides 50% or more of the services from a location(s) in a Tier 2 jurisdiction(s), the Contract will be a Tier 2 Contract. If the Contractor provides more than 50% of the services from an out of State location, then the Contract will be deemed to be a Tier 1 Contract. The Offeror must identify in their Offer the location(s) from which services will be provided.~~ **The contract resulting from this solicitation has been determined to be a Tier 1 contract."**

7. Change RFP Section 2.7.3 as follows: 2.7.3 Authorized Contractor IT staff shall be given remote access privileges into the DPSCS network and/or OCMS system via RSA Token Application provided by the Department or ~~other~~ through other Departmental secured authorized methods. **Department employees will be provided remote access through the same methodology.**

8. Change functional requirement CP.12 to Section 5.2.1 of RFP Attachment G, as follows:

CP.12	BCBIC/ BCDC	The software application shall provide the ability for the case manager to use predefined imported criteria to electronically screen for home-detention eligibility						
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9. Change functional requirement CP.13 to Section 5.2.1 of RFP Attachment G, as follows:

CP.13	BCBIC/ BCDC	The software application shall provide the ability for the case manager use predefined imported criteria to electronically screen an inmate for particular security levels						
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10. Change functional requirement CP.26 to Section 5.2.1 of RFP Attachment G, as follows:

CP.26	BCBIC/ BCDC	The software application shall provide case managers the ability to add and delete information in their case notes user interface that can be made available on a public bulletin board. <u>Only OCMS users designated by the Department shall have access to the bulletin board.</u>						
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11. Change functional requirement CP.32 to Section 5.2.1 of RFP Attachment G, as follows:

CP.32	BCBIC/ BCDC	The software application shall track all Inmate Council <u>Counsel</u> Request documentation which provide <u>provides</u> case managers with details about pending cases and charges. Multiple output options including electronic and paper reports shall be available						
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12. Change functional requirement CP.40 to Section 5.2.1 of RFP Attachment G, as follows:

CP.40	BCBIC/ BCDC	The software application shall conduct the electronic screening for eligibility for the Volunteers of America (VOA) program, based on predefined imported criteria						
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13. Change functional requirement CP.46 to Section 5.2.1 of RFP Attachment G, as follows:

CP.46	BCBIC/ BCDC	The software application shall generate an alert to communicate with case-management <u>managers</u> upon removal of an inmate from disciplinary segregation					
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14. Change functional requirement MSR.6 to Section 6.5 of RFP Attachment G, as follows:

MSR.6	PRSP	The work assignment UI (<u>User Interface</u>) should <u>shall</u> be tailored to optimize caseload thresholds <u>and automate case assignment to case managers.</u>					
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15. Change functional requirement CI.61 to Section 7.1 of RFP Attachment G, as follows:

CI.61	DOC	The software application shall have a user interface for the Criminal Sentiment Scale <u>document embedded within it and the application</u> shall capture, store and report on it an inmate's Criminal Sentiment score and other associated data					
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16. Change functional requirement CI.62 to Section 7.1 of RFP Attachment G, as follows:

CI.62	DOC	The software application shall have a user interface for the Dynamic Needs Assessment <u>document embedded within it and the application</u> shall capture, store and report on an inmate's Dynamic Needs Assessment score as well as associated information on issues including employment, education, family and marital status, and religion					
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17. Change functional requirement CP.53 to Section 7.2 of RFP Attachment G, as follows:

CP.53	DOC	The software application shall check for enemies, persons requiring separation, STG affiliations, and send alerts upon assignment or change of location <u>to case mangers and other personnel designated by the Department.</u> Multiple outputs shall be available					
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18. Change functional requirement CP.63 to Section 7.2 of RFP Attachment G, as follows:

CP.63	DOC	The software application shall allow a user to simultaneously undo all changes made to an inmate's record during a given <u>transaction</u> session before the session is closed					
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19. Delete functional requirement CS.8 to Section 7.3 of RFP Attachment G:

CS.8	DOC	The software application shall have a scheduling calendar for staff at a minimum to capture, time off and appointments with offenders					
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20. Delete functional requirement CS.9 to Section 7.3 of RFP Attachment G:

CS.9	DOC	The software application shall have the ability to flag schedules that are in that have already been scheduled with appointments to reduce multiple meeting conflicts					
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21. Change functional requirement CS.12 to Section 7.3 of RFP Attachment G, as follows:

CS.12	DOC	The software application shall track screening and assessment dates for all front-end assessments at a minimum, the Texas Christian University Substance Abuse Assessment and Criminal Sentiment Scale). <u>It is envisioned that each of these assessments will be embedded in the application. Front-end assessments are used to determine the mental and physical health, as well as the propensity for substance abuse or level of addiction, for new inmates coming into the Division of Correction central reception center.</u>					
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22. Change functional requirement CS.13 to Section 7.3 of RFP Attachment G, as follows:

CS.13	DOC	The software application shall track screening and assessment dates for all back-end assessments. <u>Back-end assessments measure for the standing population the same things as front-end assessments measure for the new inmates coming in. The assessments done are the same as are done for new inmates in front-end assessment (TCU - Texas Christian University Substance Abuse Assessment and, CSS - Criminal Sentiment Scale).</u>					
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23. Change functional requirement MC.20 to Section 7.4 of RFP Attachment G, as follows:

MC.20	DOC	The software application shall allow inmate files to be modified to reflect infractions and associated matters at a minimum, time credit calculations, loss of credits, visits, and so forth <u>other related inmate data elements.</u>					
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24. Change functional requirement MC.39 to Section 7.4 of RFP Attachment G, as follows:

MC.39	DOC	According to the results of housing location checks, the software application shall accept or reject a proposed housing assignment or move other inmates and alert the appropriate users <u>to include OCMS users responsible for making inmate housing assignments, the inmate's case manager and other Department personnel with a need-to-know.</u>					
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25. Change functional requirement MC.54 to Section 7.4 of RFP Attachment G, as follows:

MC.54	DOC	The software application shall track whether an offenders' program participant participation is eligible for extended visits and if so, on what day of the week those visits are scheduled to occur.					
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26. Change functional requirement MC.133 to Section 7.4 of RFP Attachment G, as follows:

MC.133	DOC	The software application shall have the ability based on a predefined imported criteria to calculate display factors to determine/validate STG members					
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Date Issued: May 7, 2008

By: Linda Thompson
<signed>
Procurement Officer